

TO: All Administrators, Faculty, and Staff

FROM: Carmen Coniglio, Senior Director, Fiscal Services

DATE: June 17, 2020

RE: Applying for the CARES Act - Institutional Funding

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by the U.S. Government in March to allocate financial support through several areas. As part of the CARES Act, the Department of Education created the Higher Education Emergency Relief Fund (HEERF). Palomar College is a beneficiary of \$3.8 million in institutional funding from HEERF to cover institutional costs associated with significant changes to the delivery of instruction due to the COVID-19 pandemic. The College is developing a spending plan for this funding. As of this date, Fiscal Services is awaiting further guidance on reporting requirements from the Department of Education.

The Department of Education's [FAQ](#) and [Certification](#) explain that the Institutional Portion of the CARES Act HEERF funds **"can be spent only on those costs for which there is a clear nexus to significant changes to the delivery of instruction due to the coronavirus."** Although the Department does not provide examples of the types of costs associated with significant changes to the delivery of instruction, the Secretary's cover letter states that institutions are recommend to use these funds **to expand remote learning programs, IT capacity, and faculty training to operate in remote learning environment.**

Guidance for Departments on How to Apply for CARES Institutional and MSI Funds

1. Allowable Costs:

- **Reimbursement for foregone revenue** (Foregone revenue results from refunds made to students caused by campus closures and the necessary move to online instruction).
- **Expansion of Remote Learning Programs**, i.e. costs directly related to moving from face to face to online or alternative teaching method, broadening online availability of library materials, increasing bandwidth, programming that customizes online courses and delivery, online educational support, online technical support, providing remote hotspots for students, etc.
- **Institutional costs must have been first incurred on or after March 13, 2020.** This is the date of the national emergency declaration, and costs before that date are not reimbursable

Unallowable Costs: The CARES Act specifically prohibits the use of HEERF grant funding to cover pre-enrollment recruiting activities, including marketing and advertising; No payments to senior administrators or executives.



MEMORANDUM

FAS-20-03 | Via Email

2. **Expansion of Remote Learning Programs: These are expenses directly related to moving from face-to-face instruction to online or alternative teaching method.** Submit a [CARES Project Proposal](#) to the appropriate dean/director and vice president for review.
3. Email signed form [Pai Wang-Smith](#) by the *initial* deadline of **6/29/2020**. **Proposals will be reviewed monthly by the Executive Cabinet.**
4. If your project is approved, you will be provided with a budget string and instructions to proceed.

Fiscal Services will continue to accept submissions until funds are exhausted. If you have questions or would like to discuss the above provisions further, contact [Steven Carkey](#) in Fiscal Services.